

Why the BID is Important

The Benefit Issuance Document (BID) is a document that tracks which students are eligible for meal benefits, as well as the date and method of certification.

Is there a specific BID template?

No, School Food Authorities (SFAs) have the ability to customize their BID. Below is an example of a BID.

	Eligibility Category	Method of Certification	Certified Date	School Name
Coyote, Wiley	Reduced	Income App	8/1/13	Dry Desert High School
Lee, Brock	Free	Free Case # App	10/15/13	Healthy High School
Potter, Harry	Paid	Paid	9/13/13	Hogwarts High
Devil, Dusty	Free	DC TANF	9/30/13	Dry Desert High School
Weasley, Ron	Free	DC SNAP	7/16/13	Hogwarts High
Weasley, Ginny	Free	DC SNAP	7/16/13	Hogwarts Middle School

When I went to training, I was told I could “code” my BID. What does this mean?

Student eligibility information must be confidential. If you use the BID at the Point of Service, you must “code” the document so that only those authorized can read the information. For example, the SFA could combine the columns “category” and “method of certification” and list a 5-digit number. The first three digits were random and the last two digits relates to the method of certification. Below is an example of a coded BID.

	Eligibility Category	Certified Date	School Name
Coyote, Wiley	Reduced	8/1/13	Dry Desert High School
Lee, Brock	Free	10/15/13	Healthy High School

01= Free - DC SNAP
 02= Free - DC TANF
 03 = Free - DC Foster
 04= Free by Income App
 05= Free by Case # App
 06= Free by Foster App
 07= Free by H/M/R
 08= Reduced by Income
 09= Paid/Denied

Wiley Coyote = 58908, he is reduced by income.

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Why is it recommended to categorize all the different types of Direct Certification on my BID?

The BID should be used as an active document for your reference. The Verification Summary Report will require the total number of children matching in the different assistance programs/categorical eligibility. As best practice, ADE recommends that the BID include the type of Direct Certification so that it will be easier to count the total the number of students.

As of October 31st, you will need to be able to count the total number of students:

(3-2B)

- *CNP Direct Certification Matched due to SNAP and all extended children in household*

(3-3B)

- *CNP Direct Certification Matched due to TANF and all extended children in household*
- *CNP Direct Certification Matched due to Foster (do not extend benefits)*
- *CNP Direct Certification Matched due to HOM- Homeless (do not extend benefits)*
- *CNP Direct Certification Matched due to MEP - Migrant Education Program (do not extend benefits)*
- *Letter from TANF receiving in lieu of household application and extended children in household.*
- *Letter from FDPIR receiving in lieu of household application and extended children in household.*
- *Notice to Provider (Foster)*
- *Confirmed by Homeless/Migrant Liaison*
- *Enrolled in Head Start/Even Start Program*